

# St. Margaret Regional School Early Care

We look forward to taking care of your child!

We are pleased to announce the development of St. Margaret Regional School Early Care Program With the growing need of parents commuting to work at an earlier time and transportation concerns, we would like to be able to offer an opportunity for you to drop your **Kindergarten – 8<sup>th</sup> grade** child(ren) off to school early. Preschool 3 and Pre-Kindergarten students are not eligible for this program due to the nature of their school day start time.

## **ABOUT THE PROGRAM -**

Your child(ren) will be cared for by loving staff members. Students will have time to review any academic courses, engage with other students, or even enjoy a breakfast type snack. Breakfast **will not** be provided by our staff, however, students are welcome to bring breakfast type snack. Breakfast snacks must be something non-microwaveable and simple in nature. We provide games, legos, coloring books and puzzles for the children, however, if they would like to bring something special to play with, they may. **Please be sure that your child's name is on anything that they bring to the Early Care Program.**

## **SCHEDULE & PROCEDURES -**

The Early Morning Care Program will be available Monday-Friday during regular school operation days. Doors will open at 6:30am. Parents or an authorized family member or friend will need to escort the child(ren) into the Early Care Program to sign the drop off board. Students are **NOT** able to sign themselves in upon arrival.

## **EMERGENCY PROCEDURES -**

When you register your child for the Early Care Program, we ask that you provide us with an emergency contact or two. **Please be sure you are registered with School Messenger (TEXT Y or Yes to 67587) to receive news regarding school status during inclement weather. In the case of a delayed opening, the Early Care Program will not be available.** Your emergency contact may also be needed in case of an illness.

## **COMMUNICATION -**

**The basic rule in the Early Morning Care Program is communication.** Please make sure that you communicate any changes in your schedule by 7:00pm the previous night. Likewise, any issues or problems with the Early Morning Care Program Staff or any protocols that may change on our end, will be communicated to you.

Please feel free to contact us with any questions.

Debbie Reola [dreola@stmargarets-rs.org](mailto:dreola@stmargarets-rs.org)

Main Office Phone: 856-845-5200 (7:30am to 3:00pm)

Latchkey Phone: 856-384-8880 (Before Office Hours)

**See Early Morning Care Program Details Below.**



# St. Margaret Regional School Early Care

**Early Morning Care Program will begin on Monday, September 11, 2023**

Early Morning Care Hours:

6:30am – 7:30am

Early Morning Care Daily Rate:

\$5 per child

**If you need to reach us during Early Morning Care hours, you may contact us at 856-384-8880.**

- Payment is due each Monday for the following week. If school is not in session for a full week, the daily rate is in effect. Payment may be given to one of the Early Morning Care persons in charge when dropping off your child/children. If Monday doesn't work for you, please inform the Early Morning Care staff and we will work with you.
- All fees must be paid by the end of the year!
- When your child is out sick, Early Morning Care must be notified, please advise the school office.
- **If your child will not be attending Early Morning Care on a specific day when they would normally, please email Debbie Reola by 7:00pm the night prior to scheduled care.**
- **Please make sure that you are registered for School Messenger (TEXT Y or Yes to 67587), this will be our means for communicating Early Morning Care cancellations**

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# St. Margaret School Early Morning Care Program Registration Form 2023-2024

(Please fill out one form per child.)

## Care givers are scheduled as needed.

TIME OF DROP OFF: \_\_\_\_\_ (approximate) Please Circle Days Child Will Be Attending: M T W TH F

- \* If you do not need care on a day you designated above, you **MUST** contact the school office **by 3pm** the previous day.
- \* Any family unable to provide a schedule in advance **MUST** provide notice of attendance **NO** later than 3pm the previous day.

Any special instructions or requests: \_\_\_\_\_

**Child Information (one per child) Name:** \_\_\_\_\_ **Grade/Class: (ex 2A, 6B)** \_\_\_\_\_

Home Address: \_\_\_\_\_

Allergies of Child: \_\_\_\_\_

Medications: \_\_\_\_\_

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### Parent Information:

**Email Address:** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

Address: If different from above \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

Address: If different from above: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Emergency Contact Information:

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

### Name or Person(s) that the child is allowed to drop off OTHER THAN PARENTS : (continue on back if necessary)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_